

DEPARTMENT OF DEFENSE, VETERANS, AND EMERGENCY MANAGEMENT
240th Regiment, Maine Regional Training Institute
Officer Candidate School
Camp Keyes, Augusta, Maine 04333-0033

MEARNG-RTI

5 February 2011

MEMORANDUM FOR MEARNG OFFICER CANDIDATES

SUBJECT: Letter of Instruction for Pre-OCS (OCS Phase 0)

1. **REPORTING:** All Officer Candidates (OCs) will report to the Regional Training Institute (RTI), Building 31, Camp Keyes, Augusta Maine, not later than 1700, 4 March 2011. OCs will bring their in-processing packets and all packing list items to this MUTA. A "Summer 2011 Accelerated OCS Packing List" is included with this LOI for your reference.
2. **PURPOSE AND OVERVIEW:** There is a twofold purpose to OCS Phase 0. The first is to assess each OC's leadership capabilities, potential, and overall physical fitness. The second is to prepare OCs for entrance into Officer Candidate School in the traditional or accelerated program. Upon reporting, OCs are expected to turn in their administrative prerequisites and show proof of a current Annual Health Assessment. At the conclusion of inprocessing, OCs will be administered the Army Physical Fitness Test. Any deficiency regarding physical fitness, weight control, administrative prerequisites, or the packing list will be identified that may prohibit them from entering OCS Phase 1.
3. **ATTENDANCE:** Phase 0 is conducted in four Inactive Duty (IDT) weekends (March 4-6, April 2-3, April 29-30 & May 1, and June 4-5). OCs must attend all scheduled training of Phase 0. In the case of an emergency, the OC will be excused from training. In cases where one or two UTAs of training are missed, the OCS cadre may schedule a makeup training date, time and schedule permitting. Due to the intensive resource and scheduling requirements needed to conduct training, OCs that miss three or more UTAs of training will be given an incomplete and scheduled for attendance in the next phase 0. However, the OC, with the endorsement of the OCS Commander, may request an exception to policy through the RTI Commander.
4. **BILLETING:** All OCs are required to billet at the RTI during the phase 0 training dates. Billet space will be provided at no cost. Family members are not authorized to billet with OCs. OCs should bring linens and pillows for use during their stay.
5. **UNIFORMS:** You will in-process in the IPFU Uniform. The IPFU includes calf length plain white socks. Ankle-style socks or socks with logos are not authorized for OCS. The duty uniform for OCS will be the ACU uniform with LCE/LBV and helmet without cover.
6. **MEALS:** All meals are provided by the 240th Regimental Dining Facility to OCs at no cost unless the OC is Active Guard Reserve (AGR) or OCs are on Active Duty Special Work (ADSW) orders. OCs will have the option of having the dinner meal on the local economy at cost to the OC.

7. **STATUS:** All OC's are in IDT status unless they are AGR, on ADSW or AT orders.

8. Point of contact is CPT Kevin Kelley, (207) 626-4219 or e-mail Kevin.Kelley@us.army.mil

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WILLIAM L. PELLETIER

LTC, LG, MEARNG

Commanding

ENCL:

Summer 2011 Packing List